

1

2

3

4

5

CITY OF HOUSTON

Job Posting

Applications accepted from:

Job Classification Posting Number Department Division Section

Reporting Location

Workdays & Hours

INFORMATION SYSTEMS ADM (EXEC LEVEL) PN# 101132 HOUSTON POLICE TECHNOLOGY SERVICES N/A 33 ARTESIAN, 2ND FLOOR

ALL PERSONS INTERESTED

MONDAY – FRIDAY, 8:00 A.M. – 5:00 P.M.*

*Subject to change

9 <u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u>

Directs and manages the Project Management Office (PMO) for the Houston Police Department's Technology Services organization which is responsible for the design, installation and management of HPD's IT capabilities. Creates, organizes and leads an industry best practice compliant PMO that plans and executes IT projects in a large municipal police department. Duties also include strategic IT planning, creation and management of preventive plans for maximized uptime of infrastructure, development of infrastructure and applications architecture, preferably for the law enforcement environment. Assists with budget preparation and control, and with vendor selection and management activities. Displays solid team leadership skills and experience. Must have excellent writing and presentation skills. Serves as the Deputy Chief Technology Office (CTO). Deputy CTO responsibilities include management of the day-to-day operations, when the CTO is absent, of an IT organization consisting of approximately 80 personnel.

WORKING CONDITIONS

This position is physically comfortable.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's Degree in Computer Science, Telecommunications, Business Administration, Mathematics or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Eight (8) years of experience in information Technology or a closely related field.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2)

14 PREFERENCES

12

Preference will be given to applicants with the following qualifications: Master's Degree in a closely related field. Law Enforcement IT program management experience and Category I Project Management Professional (PMP) certification by the Project Management Institute (PMI) or equivalent. Extensive project management experience to include multi-million-dollar projects completed on time and within budget. Experience managing numerous simultaneous projects. Broad experience in IT to include application development, infrastructure strategy (servers, networks, desktop), and web development. Exposure to telecom issues and vendors. Experience leading and delivering IT industry best practices related to project management, quality assurance and operational excellence. Five (5) or more years managing 15 or more IS staff.

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

None.

16 <u>SAFETY IMPACT POSITION</u> ■ Yes ? No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 <u>SALARY INFORMATION</u>

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 30

\$1,999.00 - \$2,806.00 Biweekly \$51,974.00 - \$72,956.00 Annually

18 *OPENING DATE* October 27, 2004

19 <u>CLOSING DATE</u> Open Until Filled

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

Our TDD phone number is (713) 837-9496.

An equal opportunity employer